



**DRAFT
PLANNING & COMMUNITY
DEVELOPMENT COMMITTEE**

**January 12, 2009
MINUTES**

I. CALL TO ORDER – 5:00 PM, COUNCIL CHAMBERS

Chair Lynn Norman called the meeting to order at 5:00 p.m. in the Council Chambers located on the first floor of Auburn City Hall, 25 West Main Street, Auburn, WA. Committee members present were: Chair Lynn Norman, Vice Chair Nancy Backus and Member Rich Wagner.

Staff members present included: Assistant Planning Director Kevin Snyder, Principal Planner Elizabeth Chamberlain, Senior Planner Stacey Borland, Senior Planner Christopher Andersen, Environmental Protection Manager Kelly McLain, Planner Stuart Wagner, Economic Development Manager Dave Baron, Finance Director Shelley Coleman, Police Chief Jim Kelly, Assistant Police Chief Larry Miller, Transportation Planner Chris Hankins and Planning Secretary Renee Tobias.

Audience Members included: Robert Whale and Wayne Osborne.

New staff member Stuart Wagner (Planner) was introduced to the Committee.

II. APPROVAL OF MINUTES

Member Backus moved to approve the minutes from the December 8, 2008 meeting as amended; seconded by Member Wagner.

Minutes approved unanimously 3-0.

III. ACTION

A. Resolution No. 4439 – Agreement for Professional Services with ICF Jones & Stokes

Senior Planner Christopher Andersen presented Resolution No. 4439 which extends the term of Agreement AG-C-347 to October 15, 2009 and increases the total contract amount to \$126,991. The agreement provides a detailed scope, budget, and schedule to address required planning support for the remainder of the Development Code Update Project. The total contract amount is less than the contract with the first consultants, BHC Consultants, LLC.

Committee asked for clarification on the funds available and coordination between the update of the Public Works Design Standards and the development code. Staff responded that the \$10,000 originally allocated for engineering consultant support is still available to Public Works for work on the design standards. There is ongoing coordination between Public Works and Planning staff to ensure the documents are consistent and the development code reinforces the changes being considered in the design standards. Staff indicated that the primary reason for working the two documents

on independent tracks is that the Public Works Design Standards are expected to take longer to complete and would not support the completion schedule Council has set for the code update. Committee asked that Task 1, Research and Analysis, focus on development codes approaches used by other jurisdictions and identify what is working and not working for them.

Member Backus moved to forward Resolution No. 4439 on to full Council for approval; seconded by Member Wagner.

Motion was approved unanimously 3-0.

B. DISCUSSION

A. South Correctional Entity /Draft Interlocal Agreement and Public Development Authority Formation

Finance Director Shelley Coleman discussed the financing options for the South Correctional Entity (SCORE) Facility. Committee questioned the reason for Auburn's higher base percentage compared to Federal Way. Mayor stated that there are differences in the sentencing patterns between the two cities. Committee asked for clarification on the City's share of capital costs; staff will report back to Council on this matter.

B. Auburn Shoreline Master Program Update

Environmental Protection Manager Kelly McLain updated the Committee on the status of the City's Shoreline Master Program. The required Department of Ecology (DOE) review of the program has been delayed due to staff changes. Grant funding for this project expires June 30, 2009. Staff have developed a time line and anticipate DOE will approve and meet the deadline. Committee asked staff to bring the shoreline designation map to a future Committee meeting for review.

C. Resolution No. 4440 – 2009-2012 Agreement for the South County Area Transportation Board

Transportation Planner Chris Hankins provided background information on the South County Area Transportation Board. The Committee did not have questions for Mr. Hankins.

D. Code Update Project – Draft Table of Contents & Draft Presentation Matrix

Senior Planner Christopher Andersen and Assistant Director Kevin Snyder reviewed the proposed changes to the Table of Contents for Titles 17 and 18 of the Auburn City Code. Titles 17 and 18 are proposed for revision in Phase 1 of the Code Update Project. Remaining chapters would be revised as part of Phase II. A User's Guide for each chapter is proposed. Committee suggested reviewing prior applications against proposed code changes.

Staff also reviewed with the Committee a spreadsheet concept for documenting changes/revisions and comments from Committee members, planning commissions, and staff. The Committee is not opposed to utilizing a spreadsheet but concerned with this format because of potential length of the document. It was suggested that the spreadsheet be tried but may need to go back to a strikethrough and underline format that is color coded.

E. Residential Conversions

Principal Planner Elizabeth Chamberlain reviewed the memo and proposed regulation changes for conversions of single family residences to commercial uses. Committee reviewed proposed changes and provided feedback to staff.

Staff will take the changes to the Planning Commission for public hearing and recommendation. Staff also mentioned to the Committee that a handout is being drafted and will be brought to the Committee for input once staff has finished routing for comments.

F. Healthcare District Overlay

Senior Planner Stacey Borland presented an updated overlay area map that included additional businesses located within the proposed Healthcare District Overlay. The overlay is a tool that expands zoning allowances for healthcare uses and allows implementation of flexible standards in a specific area of the city. Committee reviewed the proposed zoning code text amendments and suggested that a change be made to the "historic area" definition. Committee put in an early request for updates on how the code is working after it is adopted.

Ms. Borland reviewed Seattle's Residential Parking Zone Program with the Committee. Seattle had a public comment session which ended October 20, 2008. Staff will bring Seattle's final recommendations to the Committee as information. Staff will continue to work with Public Works regarding parking and transportation issues in anticipation of a neighborhood meeting.

Economic Development Manager Dave Baron responded to Committee's questions on hospital growth and job development. Mr. Baron asked Committee to consider the hospital's growth over the next 15-20 years.

Staff also presented a concept for visioning for the area over the next 20 years and potentially conduct a massing exercise. The Committee expressed some concern with this idea as the goal is to maintain the single family character of the area north of 3rd Street NE.

G. ACC Chapter 18.29 Downtown Urban Center

Principal Planner Elizabeth Chamberlain provided background information on a recent alteration to a downtown business and the permit process. Ms. Chamberlain researched surrounding jurisdictions' downtown design guidelines, how these cities handle alterations and additions to existing structures and reviewed with Committee. Staff recommends drafting code language that models how Sumner addresses exterior modifications to existing structures; Committee agreed. Staff will take drafted code to the Planning Commission for public hearing and recommendation.

H. Environmental District/Green Zone Development

Assistant Planning Director Kevin Snyder presented the memo and background information on the building lot coverage requirement for the current Environmental Parking Zoning District. Committee recommended an incentive based tiered system. Staff will draft some options, two phased approach, and bring back to Committee as soon as possible.

C. INFORMATION

A. Director's Official Decisions and Report

- None

B. PCDC Status Matrix

- There were no adjustments to the Matrix.

C. Information

- Chair Norman Lynn updated the Committee on recent fence graffiti. The information brochure is in process of being updated in regards to "needing assistance". Staff will ensure that coordination is in place with the Police Department and Planning & Building.
- A short course on local planning is scheduled for January 14, 2009 in Council Chambers. Topics include: The Legal Basis of Planning in Washington State, The Role of the Planning Commission, and The Basics of a Design Review Process.

D. ADJOURNMENT

There being no further business to come before the Planning and Community Development Committee, Chair Norman adjourned the meeting at 8:16 p.m.

APPROVED THIS _____ DAY OF _____.

Lynn Norman, Chair

Renee S. Tobias, Planning Secretary